

CONFIDENTIAL

REPORTS-1

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500090046-6

Bi-Weekly Report Ending 5 February 1962
from
FORMS ADMINISTRATION

1. Contributions

a. Tangible

- (1) Approved 11 new and 4 revised forms.
- (2) Three forms made obsolete. *(Estimated Annual Savings \$890)*
- (3) Eliminated 7 bootleg forms.
- (4) Investigated a complaint from the Deputy Cable Secretariat that the Form 12's (Mfgr. 12-61) were not properly glued. Checked out this complaint at the Warehouse and found that only a few of the forms were improperly glued. As the manufacturer had overshipped 5,000 sets - no adjustment was needed.

I did discover however, that the offset masters in the sets did not run off properly. After extensive testing it was decided that the carbon used to image the master was not a lithographic carbon.

The manufacturer has agreed to replace the complete shipment - 100,000 sets (worth \$4,850) in about 60 days.

[REDACTED]

b. Intangible

- (1) Continued to work on the overseas cable forms with the ARO/OC. [REDACTED]
- (2) Prepared two forms for OO/C on a priority basis to be used on a special project. Had the form translated into a foreign language and hand carried the forms through the Printing Plant. [REDACTED]
- (3) Attended meeting with C/Fiscal Division and C/Automatic Data Processing Division for an agreement on revising 5 forms into 1 snap-out set using spot carbon paper. C/ADPD finally gave his approval. Draft now being prepared in Payroll Branch and Specifications being written here.

[REDACTED]

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- (4) Have been invited to attend meetings and give advice and assistance on the revision of requisition, shipping documents and new procedures for the [redacted] 25X1
The first meeting will be held on 6 February. The following have been appointed by C/Supply Division:

[redacted] Supply Division, Chairman
[redacted] Transportation Division
[redacted] Printing Services Division
[redacted] Administrative Staff [redacted] 25X1

- (5) Designed and printed 2 forms for Office of Logistics to replace bootleg forms. One, "Personal Property Arrival Notice" which is sent to Employee at Headquarters when his personal property has arrived at a temporary storage point from Overseas. Second form, "Personal Property Information Notice" is sent to field stations

[redacted] 25X1
[redacted] 25X1

- (6) Prepared original specifications on "Abstract File Slip" Form 44 C, and forwarded to Procurement Division/OL for purchase. [redacted] 25X1

- (7) Approved proofs on "Abstract File Slip", Form No. 44m, and forwarded to Procurement Division. [redacted] 25X1

- (8) Prepared drafts on NIS Production Report, and NIS Production Progress Report, for OBI. When approved, these authorized versions will replace two bootleg editions. [redacted] 25X1

- (9) Prepared the second redraft of the proposed revision of the "Mail Receipt", Form No. 1166, which is being developed as a carbon interleaved snap-out set. This revision is presently in the Office of Security awaiting this concurrence. [redacted] 25X1
[redacted] 25X1